CCEC 2006 CANDIDATE DEBATES TIMELINE

DATE	OFFICE	EVENT
07-18-05	CCEC Staff	Meet to discuss debate sponsorship
08-05-05	CCEC Staff	Revise (if necessary) summary of procedure for sponsorship, sponsor responsibilities, sponsor application, CCEC timeline, sponsor timeline, evaluation criteria sheet (give points for each category)
08-10-05	OMA	Give CCEC proposal for assisting with advertising for sponsorship
08-11-05	CCEC Staff	Finalize sponsor timeline and sponsor application
08-11-05	CCEC Staff	Make any changes to OMA proposal
08-15-05	CCEC Staff	Approve OMA proposal
08-15-05	CCEC Staff	Begin sending out applications to potential sponsors
08-15-05	CCEC/John Penzcar	Post application on the CCEC website
08-15-05	CCEC Staff	Begin accepting applications via fax/mail/e-mail
10-31-05	Potential sponsors	Sponsor applications due (by 5pm)
10-31-05 to 12-05-05	CCEC Staff	Applications reviewed & evaluated by Autumn, Paula & Genevra
12-16-05	CCEC Staff	Pull together all "potential" sponsors for review by the Commissioners
12-05	CCEC/Commissioners	Applications reviewed & evaluated by Commissioners
01-09-06	CCEC Staff	Contracts awarded and signed. Letters sent to unsuccessful sponsors.
2-06	Sponsor/CCEC	Meet with CCEC staff to review debate format, ground rules, budget and

			reimbursement
04-28-06	Sponsor		Submit BUDGET to CCEC staff for primary & general election debates
05-03-06	Sponsor		Submit primary debate SCHEDULE to CCEC staff with confirmed dates, times, locations and publicity plans
05-03-06	Sponsor		Select experienced and non-partisan debate MODERATORS for primary election debates
05-04-06	CCEC Staff		Review and post primary debate schedule on CCEC website
05-10-06	Sponsor		Establish dates for moderator training
05-24-06	Sponsor		Complete training classes for all moderator training & submit names of moderators to CCEC staff
06-01-06	Sponsor		Submit general debate SCHEDULE to CCEC staff with confirmed dates, times, locations and publicity plans
06-02-06	CCEC Staff		Review and post general debate schedule on CCEC website
06-15-06	Sponsor		Select experienced and non-partisan debate MODERATORS for general election debates
06-19-06	CCEC Staff		Notify sponsors of candidates to be invited to debates
06-19-06	Sponsor		First possible day to mail the first primary debate notice & RSVP card via certified mail to all primary election candidates.
06-20-06	Sponsor		Coordinate with CCEC staff & start advertising for primary election debates
06-23-06	Sponsor		Last day to mail first debate

		notice & include RSVP card to all candidates who have filed nomination papers with SOS and participating candidates
06/06 – 07/06	Sponsor	Provide a copy of all notices sent to candidate's and proof or candidate's receipt of letter received to date to CCEC staff. Notify CCEC staff immediately when participating candidate(s) will not or fails to attend debate. Within 5 business days of debate provide a list of attendees & the moderator of each debate.
07-04-06		**STATE HOLIDAY**
07-19-06	Sponsor	Coordinate with CCEC staff & start advertising for general election debates.
07-20-06	Sponsor	Last possible day to mail the second primary debate notice & RSVP card via certified mail (candidates return receipt to all candidates eligible to participate in debates) to all primary election candidates *if debate is held on 8/10/06*
08-10-06 **EARLY VOTING BEGINS**	**Sponsor**	**Primary debate deadline. No primary debate shall be scheduled or held past this date. All audio, video, or written record of each primary debate must be submitted to the CCEC staff immediately following each debate.**
09-04-06		**STATE HOLIDAY**
09-06	Sponsor	Coordinate with CCEC staff & start advertising for general election debates.
09-12-06		Primary Election Day
09-13-06	CCEC Staff/John Penzcar	Remove primary debate

Date	Responsible	Action
		schedule from CCEC website.
09-15-06	CCEC Staff	Provide candidate list to sponsors of primary election winners
09-15-06	Sponsor	First possible day to mail the first general debate notice & RSVP card via certified mail to all general election candidates.
09-17-06	Sponsor	Last possible day to mail the first general debate notice & RSVP card via certified mail to all general election candidates.
09-21-06	Sponsor	Last possible day to mail the second general debate notice & RSVP card via certified mail to all general election candidates, *if debate is held on 10/5/06.*
9/06 – 10/06	Sponsor	Provide a copy of all notices sent to candidate's and proof or candidate's receipt of letter received to date to CCEC staff. Notify CCEC staff immediately when participating candidate(s) will not or fails to attend debate. Within 5 business days of debate provide a list of attendees & the moderator of each debate.
10-5-06 **EARLY VOTING BEGINS**	**Sponsor**	**General debate deadline. No primary debate shall be scheduled or held past this date. All audio, video, or written record of each primary debate must be submitted to the CCEC staff immediately following each debate.**
11-07-06		General Election Day
11-08-06	CCEC Staff/John Penzcar	Remove general debate schedule from CCEC

		website.
12-15-06	Sponsor	Provide CCEC staff with post-debate review & analysis
12-28-06	CCEC Staff/John Penzcar	Post-2004 debate review and analysis on CCEC website
01-05-07	Sponsor	Return CCEC banners/property and submit all final billing for debate coverage to CCEC staff for reimbursement